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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 2 July 1963

FROM : Chief, Printing Services Division,
Office of Logistics

SUBJECT: Activity Report for June 1963

1. GENERALa. Plant Operations - (continued item)

25X1A The incoming workload was about the same as for May. It
25X1A was necessary to continue using overtime in Plant No. 2 for NIS
production. Overtime was also used to process rush work and reduce
backlogs in the other Division plants. New requirements placed
on the Division during June were: (1) increase of three copies
on all [REDACTED] Intelligence Reports for RID; (2) a monthly publication
for ORR on [REDACTED] Shipping consisting of four charts, 15 to 30 pages
for 150 copies; and (3) increase of five copies on all cables.
This brings the total number of copies required on cables to 35.

2. OTHER ITEMS OF INTEREST

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a. Conversion of [REDACTED] Publications to Offset Printing -
(continued item)

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The prototype apparatus for the production of offset
masters from original all caps five-channel tape was demonstrated
to representatives of [REDACTED] and ADPS. The device exceeded expecta-
tions and was well received. Debugging, testing, and the addition
of other controls is now underway [REDACTED]
machine shop. It is estimated that the machine will be moved to
[REDACTED] in a few weeks where it will be used in actual production.
During this time production capability will be established and
will be used for determining the number of these devices necessary
for complete conversion.

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[REDACTED] personnel are now actively planning an overall
system for utilizing the device, with PSD technicians acting in
an advisory capacity.

The Normanco collator which is being leased for testing on
this same project has been installed at the [REDACTED] printing
plant and is now in operation.

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NO CHANGE IN CLASS. X

[] DECLASSIFIED

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downgrading and
declassification~~

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b. Preparation of NIS Manuscript by the Use of Paper Tape -
(continued item)

Printing Services Division has requested ADPS to make a study of the use of Agency computers for converting customer-prepared tapes to tapes which can be used on Division typesetting machines. ADPS will look into programming costs and methods, computer time availability, and other pertinent facts. Meanwhile the functional specifications for a special machine for processing customer tape have been completed but nothing will be done on this until the above study is completed.

c. Study of Procedures in Preparing and Printing National
Intelligence Surveys - (continued item)

The Office of Basic Intelligence has not given their formal approval of the remaining recommendations for improvement in the methods of printing the NIS. OBI is making an internal review of its operations and it is expected the results of their study will be correlated with those of PSD. Implementation of several of the recommended changes will take place following the close of this fiscal year.

d. Meeting of the GPO-Departmental Electronic Printing
Committee - (continued item)

The Division Chief attended a meeting of the GPO-Departmental Electronic Printing Committee on 7 June. This was the only meeting held by this committee during June.

e. Training - (continued item)



f. Increase in DDP/SR Requirements - (continued item)

PSD officials continue coordination with [REDACTED] Division officials in planning and processing the special [REDACTED] Division printing requirements. Renovation of space and rearranging of facilities [REDACTED] have begun in order to make room for newly procured equipment. Two major pieces of equipment are being shipped this week with delivery expected 8 July 1963. Meetings have been held in working out definite procedures for handling this work. Two personnel have reported and one more is expected this week. The Agency Manpower Officer discussed the request for additional personnel with the Division Chief on 27 June.

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g. Transfer of Graphics Function to PSD - (continued item)

25X1A9a The official organizational change reassigning the DDS/Visual Aids Unit and the Support Branch, AS/OL, to the Printing Services Division, Graphics and Visual Aids Staff was effective 10 June 1963. [REDACTED] has been designated Chief of the Staff and present plans are to move the two employees in Quarters Eye to the GD-79 headquarters building location in August 1963 when additional space will be available for the spray booth and silk screen equipment. All personnel have been briefed on Division policy and other pertinent information.

h. Overtime - (continued item)

The Division worked a total of 1,962 hours of overtime during June compared with 1,960 hours worked in May. The Division worked 13,941 hours of overtime for fiscal year 1963 compared to 9,537 hours worked in fiscal year 1962. Overtime hours for the past five fiscal years are: FY 1959, 19,435; FY 1960, 7,146; FY 1961, 14,867; FY 1962, 9,537; and FY 1963, 13,941.

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OL/PSD: [REDACTED] (2 Jul 63)

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